

DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Community Bus Transport Scheme



“Working with our Rural & Coastal Communities”

	PRM-POL-05: COMMUNITY BUS TRANSPORT SCHEME	Version No:	0.1
		Issued:	January 2016
		Next Review:	July 2016

Responsibility:	Governance
Minutes reference:	12/15 - C311 CDO/10/15
Applicable Legislation:	Liquor Licensing Act 1997 Work Health & Safety Act 2012
Related Policies/Procedures/Codes:	PRM-POL-05-01 – Application for hire of Community Bus PRM-POL-05-02 – Application for Volunteer Driver SWI 112 – Bus Disabled Access Loader
Review Frequency:	Budget review & at expiration of lease with CDEC

1. POLICY PURPOSE

A community bus has been leased by Council from the Cummins & District Enterprise Committee until November 2019. The Community Bus will be hired out to organisations, groups or businesses within the District Council of Lower Eyre Peninsula, including to those organisations which provide a service of benefit to a specific target group within the community, or to individuals who are local residents.

This policy provides direction to staff and the community on the requirements to be an approved hirer / driver of the community bus and the conditions related to the hiring of the bus.

2. ELIGIBILITY FOR USE

Use of the bus is limited to the approved purpose stated on the application form with community and not for profit groups to receive priority over commercial hire.

The bus is not to be used on 4wd tracks or taken onto beaches.

Preference in the hire out of the bus will be given to assist users whose members find it difficult, or lack the resources to access other means of transport. Additional factors which may be taken into consideration include alternative transport options that may be available, the purpose of the trip and the level of community benefit.

3. APPLICATION AND BOOKING PROCEDURE

Any group or individual wishing to hire the bus is required to complete an "**APPLICATION FOR HIRE**" (Refer PRM-POL-05-02 – Application for hire of Community Bus) form available from the District Council of Lower Eyre Peninsula Cummins office.

Bookings for the bus are processed in order of being received and are subject to the availability of the bus. The hirer must nominate an approved driver who will be responsible for the bus and for observing all traffic and parking laws and regulations.

Once a booking is accepted the hirer must organise for their driver to come to the Council Office and fill in the appropriate forms and have their licence sighted and copied. Alternatively the hirer may make arrangement to use a driver who has registered and been inducted as an approved driver of the Community Bus.

The person nominated by the hirer is the only person who will be authorised to collect, drive and return the bus. Council reserves the right to deny a booking.

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	PRM-POL-05: COMMUNITY BUS TRANSPORT SCHEME	Version No:	0.1
		Issued:	January 2016
		Next Review:	July 2016

5. HIRER(S)

Groups, individuals and organisations wishing to hire the bus will be required to nominate an individual contact person who will be responsible for the bus whilst in use by that organisation (including payment, safe return and sourcing of a driver).

The hirer accepts responsibility for actions of the Driver, speeding fines etc.

6. DRIVER(S)

The District Council of Lower Eyre Peninsula will maintain a database of approved drivers that have indicated willingness to operate the bus on behalf of any organisation or group. Drivers on this register will be required to undergo a police check. If a hirer sources a driver that is not on the register and that driver indicates willingness to only drive for that particular hirer, they may be exempted from the requirement to undergo a police check at Council staff's discretion (i.e. if the transported group is not deemed to be a 'vulnerable group').

The Drivers will need to hold an appropriate and current drivers licence [i.e. class AB, HB, LB or SB] as determined by the SA Department of Transport and be at least 25 years of age. All drivers must complete a Council Volunteer Driver Application Form (PRM-POL-05-02) for consideration by Council staff.

The driver must maintain a zero blood alcohol level at all times when he/she is driving or in control of the bus, and must obey all road rules of the State.

The bus must not be driven by any person other than the nominated authorised driver unless prior notice is provided.

Only persons authorised by Council shall be permitted to drive the Community Bus.

All approved drivers will be inducted in the safe operation of the bus and issued a copy of Council's Volunteer Driver's Code of Conduct outlining driver responsibilities.

7. PASSENGERS

Only one person (child or adult) per single seat is allowed and the total number of persons travelling in the bus should not exceed:

- 19 passengers with no wheelchair occupant;
- 19 people plus one wheelchair occupant;
- 17 people plus two wheelchair occupants.

The nominated contact (hirer) of the bus is responsible for the behaviour of the passengers.

	PRM-POL-05: COMMUNITY BUS TRANSPORT SCHEME	Version No:	0.1
		Issued:	January 2016
		Next Review:	July 2016

8. LOG BOOK

A council provided log book must be completed by the driver each and every time the bus is used. The driver must record the odometer reading at the beginning of hire and at the end of hire. This odometer reading will be used to charge the appropriate fees.

9. FEES & CHARGES

The Community bus is housed in the township of Cummins, with subsidised rates applicable for organisations / individuals residing within the Council district outside of that township (refer Clause 8 – Fees & Charges).

As per the resolution of the District Council of Lower Eyre Peninsula at the December 2015 meeting (refer C311 CDO/10/15) the hire rates are set as follows:

Description of Use / Group	Cost
Standard Kilometre rate:	\$1.30 per km
Groups / Individuals within the Cummins District	
Minimum charge out rate for low km use (Cummins)	\$30
Groups / Individuals outside of the Cummins Township subsidy	
Return travel between Cummins and commencement of travel	\$0
Minimum hire fee	\$100
*NB - Subsidy does not apply to businesses, standard km rate applies	

Fees are under constant review and are subject to change without notice and hirers are encouraged to obtain Council's latest fees and charges to ascertain the latest fee to be charged.

Council reserves the right to impose additional charges to a hirer of the bus for cleaning / repairs required as a result of the hire.

10. CLEANING

All hirers must leave the bus in a clean and tidy condition. At a minimum hirers must ensure the following;

- The bus is swept out;
- If excessively dirty/muddy floor to be mopped;
- All waste is removed.

A cleaning fee (of \$50 per hour) will be charged if the bus is returned excessively dirty.

	PRM-POL-05: COMMUNITY BUS TRANSPORT SCHEME	Version No:	0.1
		Issued:	January 2016
		Next Review:	July 2016

11. SERVICING & MAINTENANCE

Council shall be responsible for all servicing and maintenance. No repairs or servicing are to be undertaken without the express permission of Council and no refund of the cost of any unauthorised service or repair will be provided.

In the event that unplanned/emergency servicing is required users should in the first instance seek authorisation from Council. Council can then provide a purchase order for payment. In the event that this is not possible the hirer must retain a compliant Tax Invoice/Receipt and provide to Council for reimbursement upon returning the bus.

12. DAMAGE & UNFORSEEN MAINTENANCE

Where damage to the bus is caused by the hirer from vandalism, irresponsible use, or malicious damage, then it will be the responsibility of that hirer to cover all costs incurred by Council in preparing it for further use. Future access to the bus may be denied if the bus is returned damaged.

In the case of a breakdown the hirer may call the RAA if a passenger holds a current RAA membership. Alternatively the hirer may arrange for the bus to be taken to a garage for emergency repairs.

Any expenditure incurred on repair to the bus will not be incurred without the express permission of Council.

13. ACCIDENTS & INCIDENTS

The District Council of Lower Eyre Peninsula must be notified of any accidents / incidents immediately. Drivers / Hirers are to make no statements or admit liability under any circumstance. Drivers are only obliged to give their name, address, and advise that the bus has been hired from the District Council of Lower Eyre Peninsula.

Drivers should record all the details of any accident, including a sketch plan that will assist in the completion of further forms.

In the case of any incident or accident involving a third party the police must be notified and a police report number gained.

In the case of any incident involving the bus or a third party vehicle a Motor Vehicle Accident / Incident Report must be completed (which can be obtained from the Council Office).

In the case of any accident/incident involving a person on the bus or driver only an Accident / Incident Report must be completed (which can be obtained from the Council Office).

In the event of an accident both the vehicle and passengers are fully covered by Council's insurance, provided the authorised driver is driving the vehicle at the time of the accident and that the law has not been broken.

Any infringements of laws of the State will be the responsibility of the driver at the time.

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14. SMOKING & DRUGS

Smoking and/or the use or possession of illicit drugs is not permitted on the bus.

15. ALCOHOL

Hirers are permitted to consume, supply or sell liquor on the bus subject to the licensing requirements of the *Office of the Liquor & Gambling Commissioner*. Hirer's should check the Consumer and Business Services website (www.cbs.sa.gov.au) prior to allowing consumption of alcohol on the bus.

It is the hirer's responsibility to determine whether a liquor license is required. Council will provide no assistance in assessing if a license is required or obtaining such a license.

15.1 Consumption of Liquor on a Regulated Premises

Regulated premises are defined to include a public conveyance such as a bus. As such, hirers will need to obtain a limited licence to supply or consume liquor on the bus.

15.2 Sale of Liquor

For the purposes of the Liquor Licensing Act 1997 some examples of events which would be defined as "selling" liquor include:

- where there is a cover charge but liquor is BYO; where the consumption of liquor is included in the cover charge, e.g. food, drinks and entry included in the one ticket price (even at a private home);
- where entry is by donation; where wine tasting is being offered with a view to selling wine, whether at the event or in the future;
- where liquor is supplied as part of a pooled money arrangement; where liquor is offered as a "gift" when an item is purchased.

15.3 Applying for a Limited Licence

A limited licence may be obtained by contacting Consumer & Business Services. As part of applying for a licence the applicant will need to notify SA Police. Applications should be lodged at least fourteen (14) days prior to the hire of the bus. Applications forms may be downloaded at (<http://www.cbs.sa.gov.au/liquor-and-gambling-licenses/>) or by contacting the office of Consumer & Business Services on 131 882.

16. FOOD

The consumption of food and drink (non alcoholic) is at the discretion of the organisation which has hired the bus, however a common sense approach should be given to the type of food and cleaning responsibilities.



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17. SAFETY & SECURITY

The Community Bus must at all times be locked when left unattended.

Prior to use of the bus, the driver is required to inspect the bus. If there are any problems these should be discussed with Council before using the bus. The Council may not necessarily be liable for any costs with regards to the bus after it leaves the Depot.

All damage or any problems associated with the bus during the period of use must be reported to Council.

18. DISABILITY ACCESS

The bus has been fitted with a disability external access lift. A Safe Work Instruction outlining how to utilise the disable access loader is available in the glove compartment of the bus.

19. COLLECTING AND RETURNING THE BUS

Council will only issue the bus to the driver nominated on the Application Form. If there is a change in driver, hirers are required to notify Council before collecting the bus so that the paperwork can be adjusted. This is important for insurance purposes. All hirers will be responsible for the collection and the return of the bus from and to the Cummins Council Depot situated on Hayman Drive, Cummins, or by arrangement with staff at the Council Office.

It is the hirers responsibility to ensure that the bus is collected and returned at the nominated times as stated on the application form. Should an amendment to these times be required, permission will be required from Council. Any changes to the pickup or drop-off times that are not notified to council may result in delays being experienced to other hirers and/or additional fees imposed on the hirer.

20. FAILURE TO COMPLY

Failure to abide by any of the conditions outlined in this document and/or associated procedures may jeopardise future access to the bus.

SIGNED:

CEO

Date: 22 / 01 / 2016

Mayor, DCLEP

Date: 22 / 01 / 2016